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9 October 1968

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : 25X1A9a
Recommendation for Promotion

GS-4 to GS-5

25X1A9a 1. The purpose of this memorandum is to recommend
[redacted] for promotion from GS-4 to GS-5.

25X1A9a 2. [redacted] joined the Office of Research and Development
25X1A9a on 18 March 1968 and was assigned to work under the supervision of
25X1A9a [redacted] Chief/Registry/ORD. During the past 7 months,
[redacted] has assumed the responsibilities of handling the
office duties expected of Registry personnel which covers the
controlling of all mail, both unclassified and highly classified.
With no previous experience or knowledge of the Agency, she capably
manages all duties and emergencies when the need arises. She is
intelligent, reliable, self-sufficient and has the ability to work
well with her fellow-workers and other ORD employees. Both
secretaries and officers of ORD have commented on [redacted] 25X1A9a
cooperative attitude, attention to duty and her willingness to
perform any task assigned to her. 25X1A9a

3. Due to her outstanding performance since she has been with
ORD, it is strongly recommended that [redacted] be promoted
from GS-4 to GS-5 at the earliest possible date.

25X1A9a

[redacted]
Administrative Officer
Office of Research and Development

RECOMMEND APPROVAL:

[redacted]
Chairman, Special Panel/ORD

1 Nov-68
Date

[redacted]
Director of Research and Development

4 Nov. 68
Date

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CLASSIFICATION
EXEMPTED FROM
DECLASSIFICATION

Approved - OP

Distribution:

Original & 1 - Addressee
1 - Special Panel
1 - AO/ORD

AO/ORD/DD/S&T: [REDACTED]:dpc 2637 (8 Oct 68)

25X1A9a